



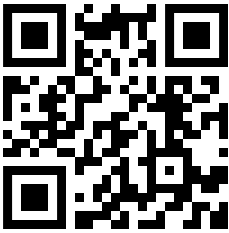






GRADUATION CHECKLIST, 2024

NAME: _____

EMAIL: _____

MAJOR: _____

LIFE STYLE: _____

<p>CAREER AND INTERNSHIP CENTER (CIC)</p> <p>↓</p>	<p>SENIOR PORTRAITS</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>ORDER REGALIA & GRADUATION ITEMS:</p> <p>↓</p>	<p>CHECKED MY ONLINE DEGREE AUDIT:</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>	<p>FINANCIAL AID OFFICE :</p> <p>↓</p>
	<p>CLASS GIVING:</p> <p>↓</p>		<p>NU ALUMNI ASSOCIATION</p> <p>↓</p>	
<p>BURSAR'S OFFICE</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>		 <p>NORWICH UNIVERSITY</p>		<p>RESIDENT LIFE</p> <p><input type="checkbox"/> YES</p> <p><input type="checkbox"/> NO</p>
<p>MCV DIPLOMA APPLICATION:</p> <p>↓</p>				<p>SENIOR BIO:</p> <p>↓</p>
				

Graduation Checklist, 2024

Be sure to visit the following locations virtually or in-person

1. Financial Aid Office: Student Loan Exit Counseling is required for all students who have borrowed Federal Education Loans during their Norwich enrollment. Please follow these instructions:

- Click here to log in using your FSA ID (if you have issues with your FSA ID, call 1-800-433-3243)
- Go to My Checklists
- Select I'm in School and then select Exit Counseling
- Notification of completion will be sent to the Office of Financial Aid

2. Registrar's Office: The Registrar's Office will perform final degree audits once all grades are due, link to Academic Calendar. Full details regarding processing deadlines are housed on the Registrar's SharePoint site. A student no longer able to access SharePoint may email registrar@norwich.edu.

Helpful tips:

- Curriculum Verification - The student will receive an email sent to the student's Norwich and permanent/home email asking to review their degree and major(s), etc. with instructions for how to correct. Timelines vary based on the student's completion date.
- Participation in Commencement Exercises – attendance is indicated on the student application. To change the response, email registrar@norwich.edu (residential programs) or registrargrad@norwich.edu (online programs).
- Accommodation/Accessibility – The line-up location to the venue requires stairs; each student will also access a stage with stairs. If the accommodations survey was not answered, complete the survey via BannerWeb, Student Profile Page, Personal Information (Answer a Survey-Grad App Extra Questions). Inactive students must email registrar@norwich.edu (residential programs) or registrargrad@norwich.edu (online programs).
- Graduation Applications – Applications are due October 1st for spring/summer degree completion and the prior year March 1st for fall/winter degree completion. Late applications may be submitted via BannerWeb (active students) or at this link for inactive students. Note, ticketed seating for guests may not be available to late applicants. Review the ticketing information page.
- Degree Audit – A student is encouraged to continuously review the DegreeWorks degree audit to ensure that all requirements are met or are in progress, to include the credit requirements at the top of each section. The advisor is the point of contact for questions. A registrar staff member will review the final audit and send an email notification when requirements are not on track requesting an update to the degree completion timeline. See also the graduation application policy.
- Military College of Vermont (MCV) – The requirements for the MCV are vetted by the Commandant's office. Please direct requirements and completion deadlines to commandant@norwich.edu.
- Final Official Transcripts – approximately two weeks before the degree conferral, a student may request a final official transcript at this link. Ensure that the order is marked hold for degree.
- Credential – Please refer questions regarding the credential (diploma/certificate) at this link. In addition to information regarding the electronic credential.
- Transient Course – A student taking a course through another institution must complete a transient course request. Information may be found at this link. A credential cannot be conferred until the final official transcript is sent directly to Norwich University. Complete instructions are at this link.

3. Order Regalia and Graduation Items: If you are on the list to graduate this year and plan to participate in Commencement on April 27th, 2024, please order your regalia no later than February 25th, 2024 if you are a campus-based graduate or by March 21st if you are an online/CGCS graduate. You can find the most updated information about the Commencement Weekend schedule and ceremony on the NU website:

https://www.jostens.com/apps/store/productBrowse/1026855/Norwich-University/Graduation-Caps-and-Gowns/col_greg_1026855/CATALOG_COLLEGE/?subCatalog=true

To order graduation materials invitations, yearbooks, class rings, and other materials, click here. Online Graduates who wish to order rings, click here. For more information, contact the NU Bookstore regarding regalia orders or commencement@norwich.edu.

4. Bursar's Office: Reminder of the transcript and Financial Aid Hold policy:

There is an automatic hold on diplomas for any student account not paid in full. Please update your contact information with the Bursar's Office here to ensure all billing and tax documents are received after you depart campus. Please check your NU Pay account to confirm your balance is zero or to make final payment. Questions? Contact the Bursar's Office at 802-485-2055 or email nubursar@norwich.edu for assistance.

5. Career and Internship Center (CIC): We want to know what your plans are after you graduate! If you have not already completed the Class of 2024 First Destination Graduate Survey, please take a few minutes and let us know what your post-graduation plans are! For a chance to win more than 20 prizes, complete the survey by April 24, 2024! All personal and identifiable information will be confidential. You can view the last five years of graduate destinations here! If you are still seeking your first professional position, the Career and Internship Center wants to help you! You can contact us at careers@norwich.edu or call us at 802-485-2125. You can also make an appointment via Handshake to meet with one of our staff, by clicking here.

6. Resident Life: If you have not already done so please complete your 2024-2025 Intent to Return form on NULiving using the link below.

If you are graduating and not planning on returning, please indicate Graduation on your form when asked if you are returning. If you may likely need to stay for another semester or are planning on applying to one of Norwich University's Masters programs and need housing, please indicate you are returning and have a need for housing.

Please note students who have completed four years of on campus housing are not required to remain on campus and may become commuters by completing the Housing Requirement Release form on NULiving instead of Intent to Return. <https://norwich.starrezhousing.com/StarRezPortalX>

Have Questions? please contact us at NUReslife@norwich.edu

7. MCV Diploma Application: Required of all pending cadet graduates. Susp: 1 March. Click here: https://www.surveymonkey.com/r/MCV_Diploma_Application_Class_2024

For information: Contact COL Passalacqua, Deputy Commandant, 802-485-2101 / wpass@norwich.edu.

8. Senior Portraits: 6-7 Feb (0930-1700) & 20-21 Mar (1000-1700), Mack Hall Auditorium Foyer. No appointment is needed. First arrive, first serve. Dress: Civilian: Business attire Corps: Dress Blues (May carry in your coat. Must have proper rank, hairstyle, males clean-shaven, collars fastened, no ribbons/pins, only authorized badges.) Portraits will be reviewed for dress/grooming compliance. For information: Contact COL Passalacqua, Deputy Commandant, 802-485-2101 / wpass@norwich.edu.

Senior Portrait Viewing / Purchase: Once uploaded, portraits you can view and purchased here: <https://jayericson.zenfolio.com/norwich> For assistance contact: Jay Ericson, jayericson@gmail.com

9. Senior Bio: We want your bio included with your portrait which will appear in the 2024 War Whoop (Yearbook) Susp: 1 April Visit: https://www.surveymonkey.com/r/Class_of_2024_Sr_Bio For information: Contact COL Passalacqua, Deputy Commandant, 802-485-2101 / wpass@norwich.edu.

10. War Whoop (Yearbook) Purchase: A valuable keepsake of your Norwich experience. Purchase here.

11. College of Graduate and Continuing Studies: For more information about programs and offerings, click here.

12. Class Giving: Don't forget to leave your mark and make an impact before you graduate. Contribute to the 2024 Class Gift, supporting the Emergency Scholarship Fund. The Emergency Scholarship Fund helps Norwich students in need pay for their education.

13. NU Alumni Association: Norwich Forever, and we mean it! Stay in touch with us after you graduate by updating your contact information here. Additionally, you can find a local NU Club in your area and attend NU Club Events. Show your Norwich alumni pride and Order Custom Diploma Frames and NU Flags!